Procurement Management - Purchasing-Goods-Institutions Contacts Obtain Appropriate Vendor Receive Prepares CDC Approvals and Copy of 954 Forward to Requester Purchase (2 Days) Proc. (5 Days) Document Verify Forward to Distribute Process Forward to Receive Purchase Budget Analyst Purchase Purchase RAO for Copy of Information is for Funds Document to Document Certification Purchase **Procurement Office** Correct Verification Various Areas (1 Day) (2 Days) (1 Day) Document (1 Day) (1 Day) Verify Funds Return to Available Procurement **Budget Analyst** Receive Through Office for Copy of CalSTARS Processing Purchase (.5 Day) (1 Day) Document Receive Warehouse Copy of Purchase Document Receive Original Vendor Purchase Document Receive Copy of Purchase **DGS** Document if End Delegation or Contract Purchase Verify Vendor Return to Data Record, Procurement STD 204 on Office for **RAO** File Distribution (1 Day) (2 Days)

Procurement Management-Purchasing Goods

Inputs:

CDC 954

STD 204

STD 21

Sole Source Justification

Conflict of Interest Statement

Outputs:

STD 65

STD 65A

STD 40

STD 116

Memo to DGS (Form 42)

Constraints:

State Administrative Manual Department Operations Manual Materials Management Handbook

Storage Requirements:

Scan Documents STD 204

Reports:

Query Function by item, organization, vendor (PCA, Object Code, originator, vendor etc.)

Requirements:

Capability to record comments related to purchase requests Capability to record and make changes to original P.O. Capability to produce state required forms (STD 65A STD 116 etc.)